

APPENDIX G

CHECKLIST OF <u>SPECIAL REQUIREMENTS</u> AND <u>RANKING CRITERIA</u> FOR FY2008 CDBG PUBLIC FACILITIES PROJECTS
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The following is a checklist for CDBG applicants for public facilities projects to make sure that all of the applicable 2008 *Special Requirements* and *Ranking Criteria 1-7* have been addressed. (See *Appendix F* concerning the *General Requirements*.)

Appendix G, when completed, must be part of your application. The left-hand column on the form below must be filled out, as applicable, by local government grant applicants. Applicants must cite the page reference in their application where the *Special Requirements* are addressed in your application.

The **right-hand column** informs applicants where the *Special Requirements* (middle column) are addressed in the *CDBG Public Facilities Application Guidelines* and in the *Uniform Application for Montana Public Facility Projects* (Fifth Edition, October 2005).

Cite Page Reference in your application -- or indicate that the requirement is Not Applicable	<u>SPECIAL REQUIREMENTS FOR PUBLIC FACILITIES PROJECTS</u> <i>(Chapter V, Section B, page 19 and following)</i>	Page Reference in <u><i>CDBG Public Facility Application Guidelines and Appendices</i></u> -- and/or <u><i>Uniform Application for Public Facilities</i></u>
	1. Capital Improvements Plan. (A recommended, but not required, planning tool. See Chapter V.)	17-19, 34-35, 58
	2. Coordination with TSEP (Treasure State Endowment Program) – if an applicant is seeking TSEP funds as CDBG FFY 2008 funds well as for the same project	19-20
	3. Payment of Hookup Charges and/or Payment of Special Assessments	20, 74, 81, 83
	4. Projects Involving Non-profit <u>or</u> For-profit entities <u>or</u> a Public Agency as subrecipients or partners	10-11, 21-22, 51(#9), 64, 69-71, 80, 82, 84 and <i>Appendix N</i>
	<u>CDBG RANKING CRITERIA 1-7 AND THEIR REQUIREMENTS</u> <i>(Chapter V, Section C, page 24 and following)</i>	24
	<u>Ranking Criterion 1: COMMUNITY PLANNING AND CITIZEN PARTICIPATION</u>	27
	Community Needs Assessment Process	27-30, 32-33
	Citizen Participation	29, 34 and <i>Appendix Q</i> (Q-16 through Q-19)
	National and State CDBG Objectives	30-34, 35-36 and <i>Appendix B</i> and <i>Appendix C</i>

Cite Page Reference in your application -- or indicate that the requirement is <u>Not Applicable</u>		Page Reference in <u>CDBG Public Facility Application Guidelines and Appendices</u> -- and/or <u>Uniform Application for Public Facilities</u>
	<u>Ranking Criterion 2:</u> NEED FOR PROJECT	38
	<i>Uniform Application For Montana Public Facilities Projects</i> (Fifth Edition)	Introduction (pp. i -ii), 38-40
	Preliminary <i>Engineering</i> Report (PER) for Water, Wastewater, Storm Water, and Solid Waste Projects	38-39, 41-44 (and <i>Uniform Application</i> , pages 45-55)
	Preliminary <i>Architectural</i> Report (PAR) for New Construction or Rehabilitation of Existing Buildings	39, 50-56, <i>Appendix S</i> and <i>Appendix D</i> (D-1, D-2)
	<u>Ranking Criterion 3:</u> PROJECT CONCEPT AND TECHNICAL DESIGN	45
	<i>For Water, Wastewater, Storm Sewer or Solid Waste Projects:</i>	45
	<i>Uniform Application For Montana Public Facilities Projects</i> (Fifth Edition)	Introduction (pp. i-ii), 38-40, 45
	Preliminary Engineering Report (PER) for Water, Wastewater, Storm Water, and Solid Waste Projects	45 in <i>CDBG Guidelines</i> (and pp. 45-55 in the <i>Uniform Application</i>)
	Water Meters	45-46
	<i>For Other Public Facility Projects:</i>	46
	Special Design Considerations	46, <i>Appendix S</i> and (<i>Appendix I</i> of the <i>CDBG Housing Guidelines</i>)
	New Construction of Buildings	46-47 and <i>Appendix S</i>
	Rehabilitation of Buildings	46 and <i>Appendix S</i>
	Applications Submitted On Behalf of Subrecipient Entities -- Non-profit <u>or</u> For-profit entity <u>or</u> a public agency	10-11, 21-22, 51(#9), 64, 69-71, 80, 82, 84 and <i>Appendix N</i>
	<u>Ranking Criterion 4:</u> COMMUNITY EFFORTS	57
	Description of past local efforts to resolve the public facilities problem with local resources and non-financial community efforts -- in addition to the financial information requested in Section C of the <i>Uniform Application for Montana Public Facilities Projects</i>	57, 58-58 and <i>Uniform Application</i> (Section C)
	Local Government Resolution committing local public funds or resources to the proposed project	<i>Appendix O</i>

Cite Page Reference in your application -- or indicate that the requirement is <u>Not Applicable</u>		Page Reference in <u>CDBG Public Facility Application Guidelines and Appendices</u> -- and/or <u>Uniform Application for Public Facilities</u>
	Ranking Criterion 5: NEED FOR FINANCIAL ASSISTANCE	61
	Local Match Requirement (or waiver request and hardship documentation)	61-63
	Description of Local Contributions	62, 70, 71
	Limitation on funds per LMI Household	63
	<u>Target Rate Analysis</u> (for Water, Wastewater, Storm Sewer and Solid Waste Projects)	65-68 and <i>Appendix I</i>
	<u>Gap Analysis</u> (for Other Projects such as Senior Centers, Nursing Homes, Fire Halls, including applications submitted on behalf of a <i>non-profit</i> or a <i>for-profit</i> company or a <i>public agency</i> that would be a <i>subrecipient in the proposed project</i>): ... <u>Provide detailed information on the subrecipient entity/agency and its budget and manner of operation;</u> ... <u>Provide a narrative response to applicable ranking issues for Criterion 5; and</u> ... <u>Provide all the information requested in Appendix N.</u>	68 and <i>Appendix N</i>
	Ranking Criterion 6: BENEFIT TO LOW AND MODERATE INCOME	73
	Benefit to LMI Form, completed and included.	73,75 and <i>Appendix K</i> (Instructions K-1 through K-5; LMI Form: K-6)
	LMI narrative – how then project will principally benefit LMI persons in the community	73, 74, 75
	Supporting documentation provided for LMI benefit claims.	74
	For indirect (area wide) LMI benefit situations: ... Documentation that the LMI benefit claimed meets CDBG requirements is included: ____ (1) Document that the area is principally residential ____ (2) Verify LMI with HUD data, <u>or</u> ____ (3) Verify LMI benefit with local LMI survey ... <i>If local income surveys</i> (see pp. 73,74, 76) <i>were conducted, include:</i> ____ Summary results and a description of the methodology are provided ____ Correct LMI income levels used ____ Copy of the survey results ____ Minimum sample size met ____ Sample was random or included total Population.	73, 74, 76 and <i>Documenting Benefit to Low and Moderate Income Persons</i> (February, 2007 Edition)

Cite Page Reference in your application -- or indicate that the requirement is <u>Not Applicable</u>	Ranking Criterion 6: ... Continued	Page Reference in <u>CDBG Public Facility Application Guidelines and Appendices</u> -- and/or <u>Uniform Application for Public Facilities</u>
	<u>For direct financial assistance to LMI households or limited clientele benefit situations:</u> Documentation that the LMI benefit claimed meets CDBG requirements is included: ____ The clientele is presumed to be LMI under HUD regulations, <u>or</u> ____ The applicant will confirm the LMI status of beneficiaries and limit benefits to only LMI persons.	74, 75 and <i>Documenting Benefit to Low and Moderate Income Persons</i> (February, 2007 Edition)
	<u>Ranking Criterion 7:</u> IMPLEMENTATION AND MANAGEMENT	78
	Environmental Checklist	80, 83-84 and the <i>Uniform Application</i> (Section D)
	Financial Management System	78 and <i>Appendix Q</i> (Q-11, Q-12)
	Firm Commitment of Funds	80 and <i>Appendix O</i>
	Legal Jurisdiction and Authority	78
	Management Capacity	78-79, 82-83, 84-85
	Project Management Plan	79, 82 and <i>Appendix M</i>
	Implementation Schedule	79, 82 and <i>Appendix M</i>
	<u>Budget Form</u> Completed ... and <u>Budget Narrative</u> Completed (explanation and justification for each line item in the budget)	79-80, 83, <i>Appendix D</i> (and the <i>Uniform Application</i> , Section C)
	Budget Justification/Explanation of Percentage of the Proposed Budget To Be Used for Project Administration	78, 83
	Impacts or Benefit to Low and Moderate Income Persons	74-75, 83
	Long-term Management	84
	Procurement	85 and <i>Appendix Q</i> (Q-14)
	Acquisition, Demolition, Relocation, and Displacement	80, 84 and <i>Appendix Q</i> (Q-2)
	Special Requirements for Projects Involving a <i>non-profit</i> <u>or</u> a <i>for-profit</i> organization <u>or</u> a <i>public agency</i> , including: ~ Description of Organization, ~ Bylaws, ~ Description of Services, ~ Description of Non-Profit Management, ~ Biographies of Principals, and ~ items referenced (in <i>Appendix N</i>) and page 78 of the CDBG guidelines	80 (with references to the <i>Uniform Application</i> , Sections A, B, C) and <i>Appendix N</i>
	Payment of Hookup Charges and/or Payment of Special Assessments	20, 81, 85
	Program Income Plan	81 and <i>Appendix R</i>
	Status of Past and Current CDBG-funded Projects	85